

October 2012 Sessions, Seminars, Classes and Events

Monday	Tuesday	Wednesday	Thursday	Friday
Skills Club 1 Intermediate Computer Skills Follow-up 10:00 am – 12:00 pm Skills Session WR Follow-up 2:00 pm–4:00 pm (R)	Skills Training Sessions 2 Basic Computer Part 1: 8:30 am – 10:30am Part 2: 11:00 am – 1:00 pm	Skills Club 3 Resume Update Skills Club 10:00 am – 12:00 Noon	Skills Session 4 WR Follow-Up 10:00 am – 12:00 pm (R) Skills Training Session Intermediate Computer 2:00 pm – 4:30 pm	Skills Club 5 Basic Computer Skills Follow-Up 11:00 am – 1:00 pm Job Club (Lifeline): 1:00 – 5:00 pm
Workplace Readiness 8 (Resumes & Interviewing) 9:00 am – 4:00 pm ***** Remediation: 9:00 am – 1:00 pm ***** Job Club (Lifeline): 1:00 – 5:00pm	Skills Training Sessions 9 Basic Computer Part 1: 8:30 am – 10:30am Part 2: 11:00 am – 1:00 pm ***** Remediation: 1-5p	Skills Club 10 Interview Skills/Virtual Interviewing 10:00 am – 1:00 pm Skills Session WR Follow-up 2:00 pm – 4:00 pm (R)	Skills Club 11 Resume Update Skills Club 10:00 am – 12:00 pm (R) ***** Remediation: 1-5p	Skills Session 12 WR Follow-up: 9:00 am – 11:00 pm (R) Skills Club Basic Computer Skills Follow-Up 11:00 am – 1:00 pm Career Networking: 1:00 pm – 4:00 pm
Skills Session 15 WR Follow-up 10:00 am – 12:00 pm (R) Skills Training Session Basic Computer Part 1: 2:00 pm – 4:00 pm	Skills Training Sessions 16 Basic Computer Part 1: 8:30 am – 10:30am Part 2: 11:00 am – 1:00 pm	Skills Club 17 Resume Update Skills Club 10:00 am – 12:00 Noon Career Networking 1:00pm – 4:00pm	Skills Training Sessions 18 Intermediate Computer 10:00 am – 12:30 pm Intro to the Internet Computer Skills 2:00 pm – 4:00 pm	Skills Club 19 Basic Computer Skills Follow-Up 11:00 am – 1:00 pm Job Club (Lifeline): 1:00 – 5:00 pm
Workplace Readiness 22 (Resumes & Interviewing) 9:00 am – 4:00 pm ***** Remediation: 9:00 am – 1:00pm ***** Job Club (Lifeline): 1:00–5:00 pm	Skills Training Sessions 23 Basic Computer Part 1: 8:30 am – 10:30am Part 2: 11:00 am – 1:00 pm ***** Remediation: 1-5p	Skills Club 24 Interview Skills/Virtual Interviewing 10:00 am – 1:00 pm Skills Session WR Follow-up 2:00 pm-4:00 pm (R)	Skills Clubs 25 Resume Update Skills Club 9:00 am – 11:00 pm Jobs.mo.gov 11:00 am - 1:00 pm ***** Remediation: 1-5p	Skills Training Session 26 Intermediate Computer 9:30 am – 12:00 pm
Skills Session 29 WR Follow-up 10:00 am – 12:00 pm (R) Skills Training Session Basic Computer Part 2: 2:00 pm - 4:00 pm	Skills Training Sessions 30 Basic Computer Part 1: 8:30 am – 10:30am Part 2: 11:00 am – 1:00 pm Skills Club Intermediate Computer Skills Follow-up 2:00 pm – 4: 00 pm	Skills Club 31 Resume Update Skills Club 10:00 am – 12:00 Noon Skills Training Session Job Seeking Skills 2:00 pm – 4:00 pm	LOCATIONS: <u>WORKPLACE READINESS:</u> FOREST PARK CONFERENCE ROOM <u>CAREER NETWORKING:</u> 1-3pm: ARCH CONFERENCE ROOM 3-4pm: JOBS COMPUTER LAB <u>ALL OTHER EVENTS:</u> Skills Training Sessions, Skills Clubs, Skills Sessions, Job Clubs, Remediation – JOBS COMPUTER LAB	